NDE Bulletin
June 21, 2019

Please log onto your portal accounts and go to the "My Profile" tab and check to make sure your contact information (**especially the email address**) is up to date. It is very important to keep this information updated as the Department of Education uses the email address that is in the users' Portal account to send vital information. Thank you!!

Flooding and Student Meal Eligibility Status

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)
Public, Special Purpose Schools and Nonpublics

Nebraska experienced record flooding this Spring that impacted many families across the state. The Nebraska Department of Education provided disaster guidance regarding school lunch eligibility for families displaced by flooding. Children and youth living in or evacuated from disaster areas that were not able to return to their homes may be determined by the District to be homeless under the McKinney-Vento Homeless Assistance Act. A student displaced by a natural disaster can be immediately classified as homeless and eligible for free meals due to their homeless status. This includes students who are "doubled-up" with friends or family because of the flood. Students designated as homeless can carry the eligibility over to the new school year for up to 30 days.

Many Nebraska families were impacted by flooding and their students' meal eligibility changed as a result. If your district was impacted by flooding, it is important to verify that your students' meal eligibility determinations match the State's student information system.

Please review the ADVISER Validation/Verification Reports>Student>General and Miscellaneous, be sure the Food Program Eligibility and Homeless reports are accurate for 2018-2019. You can use the Lookups>Student Lookup by ID as another way to be sure all students are reported accurately. You may still make changes in ADVISER thru June 30, 2019 which is the audit window close date.

2018-2019 ADVISER Year-end reporting – Audit Window Open June 16-June 30

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)
Public and Special Purpose Schools Only

The 2018-2019 Year End Audit window is now open. This is the time for districts to conduct a final review of data submitted on June 15 for 2018-2019 data reporting. The Audit Window will close at midnight on June 30.

Review Errors/Warnings All errors should be resolved and down to 0 (or have a note as to why the error cannot be resolved). Warnings should be reviewed and resolved, if appropriate.

Review Verification Reports Review Student Verification Reports listed as YEAR END. If a report offers a Reporting Window option, the "End of Year" window should be the data that is reviewed.

District Admin Sign Off Should only be done after all of the verification reports for Year End have been reviewed and are accurate. To ensure accuracy in your data, the list of reports displayed under the District

Admin Sign Off link should be reviewed for accuracy by you and your staff within the Verification Reports. DO NOT APPROVE until these reports have been reviewed and are considered final.

2018-2019 Staff Verification Reports and Staff Errors Available in NSSRS Validation for 2018-2019 Staff Reporting. To view errors go to NSSRS Validation>Review Errors>Staff. To review Reports, NSSRS Validation>Verification Reports>Staff. No approval is needed, but accurate reporting is important for GMS reimbursements.

Consolidated Data Collection (CDC) Reports also have the Audit Window of June 16-June 30. These reports need to be Submitted and Approved.

Requests to Submit Data Late or Make Data Changes
In order to make data changes to an NDE data collection after the data audit window close date, a Request to Submit Data Late or Make Data Changes must be submitted through the Consolidated Data Collection in the NDE Portal under the Data Collections tab.

A Request to Submit Data Late or Make Data Changes may be completed by Public, Nonpublic, ESU's, Special Purpose, Interim and Postsecondary districts/systems that need to submit data or make changes to data after a data audit window has been closed due to **"extenuating circumstances"**. Examples of "extenuating circumstances" include: natural disasters, medical emergencies, etc. **District or NDE program staff failing to scrupulously review data during the audit window is not an extenuating circumstance.** Only requests with legitimate extenuating circumstances will be reviewed.

For clarity, data should be submitted to NDE by the "Due Date", but changes can be made to data any time before the "Audit Window Close Date" without submitting a request through this system. Request to Submit Data Late or Make Data Changes apply to all NDE data collections.

Unaccompanied Homeless Youth
Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)
Public and Special Purpose Schools Only

It has been brought to our attention that there is an issue with some districts ability to submit Unaccompanied Homeless Youth through their Student Information System, and that this issue cannot be corrected before the end of the 2018-2019 Year-End Audit Window. Due to this issue, Unaccompanied Homeless Youth data will be available for updates in the 2018-2019 Follow-Up window.

A new verification report is now available to review this data within ADVISER Validation, under General and Miscellaneous > Homeless Unaccompanied Youth.

PowerSchool Districts EOY and Turn off Publishing

You are strongly recommended to wait until **July 1, 2019** or later before running the **End of Year** process. Additionally, before running your EOY you need to **turn off the Ed-Fi publishing.** Steps to turn it off can be found here:
https://docs.google.com/document/d/1QlFyT2gaOwkRlyARFmbqaJEqMQpoqHWxL_QniDboA2A/edit?usp=sharing

Updated Due Date for ADVISER Discipline Reporting for 2018-2019 School Year
Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)
Public and Special Purpose Schools Only

The 2018-2019 Year-end reporting for ADVISER Discipline reporting is due June 15 with the Audit Window Close Date of June 30.

UPDATE: As stated previously, Discipline data in ADVISER has will be available for additional data clean-up through the **2018-2019 ADVISER Follow-up** window (due October 15, 2019, Audit Window Close Date of October 31, 2019). Because of this, Discipline data will not be displayed on the ADVISER Validation website until after the close of the **2018-2019 Year-End** window.

Reminder: The discipline reporting for 2018-2019 school year will come from your Student Information System (SIS) to ADVISER.

Special Education Discipline (Portal/Data Collections tab) and the Report of Suspensions/Expulsions (CDC) are no longer used to reported discipline data. All reporting comes from your SIS. The "Assurances for 79-263(1)" still needs to be completed in the Report of Suspensions/Expulsions in the CDC.

New ADVISER Validation Portal Access Codes Available
Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)

After further review, the ADVISER Validation site will not be updated until **After the Audit Window Close Date of June 30**. The update to the ADVISER Validation website will remove your access to reports and errors that contain Special Education and FRL. Since we will be updating the ADVISER Validation site after the June 30 date, access to data will remain the same as it has been until after that date. Discipline data is the only access that is currently unavailable until after June 30. Reminder that the Discipline data can be reported in the Follow Up Window.

The three new ADVISER Validation activation codes for SPED, FRL, and Discipline access are available to administrators in the District Admin tab within the NDE portal now. If you need access to review this data, **please talk to your district administrator to get these additional activation codes** if you don't want to lose access. Users must add these codes in addition to the existing "District User" code that is already assigned.

New ADVISER Validation Error #732
Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)
For Public and Special Purpose Schools

Error #732: Special Education Student Exiting With School Enrollment Record "Not Enrolled, Eligible to Return" Needs Valid Special Education Exit Record.
Special Education Student has exited with a School Enrollment record with a 205 "Not Enrolled, Eligible to Return" code. A Special Education record will need to be reported for this student with an Reason Exited of (Part B) SPED07– Dropped Out **OR** (Part C) SPED09 – Withdrawn by Parent, SPED17 – Attempts to contact parents unsuccessful or SPED12-14 (Part C). Possible corrective actions: 1) Report a Special Education Record with valid exit code; 2) Report a valid School Enrollment record for the situation.

Three New ADVISER Validation Errors/Infos #'s 733, 734 & 735

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)

Critical Error 733: Invalid NDE Staff ID in Evaluator 1 Staff ID Override Field
A Staff ID published in the "Evaluator 1 Staff ID" staff override field in a Final Grade record is not a valid ID recognized by the NDE Staff ID system. Please update this ID in the Grade record.

Info 734: No Course Sections Reported at a School
No Student Section Enrollment records have been reported at a school that has at least one student enrolled in that location during the school year. If this is a special purpose school this may be normal and does not necessarily indicate a problem. This list is provided for your information only.

Info 735: No Absences Reported at a School
No School Attendance Event records (absences) have been reported at a school that has at least one student enrolled in the school during this school year. This may be normal and does not necessarily indicate a problem. This list is provided for your information only.

New Reports Available in ADVISER Validation

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)

These reports are now available for 2018-2019 data in the Student Verification Reports in ADVISER Validation:
- *Student Grades and Courses > Delivery Model Counts*
- *Student Grades and Courses > Dual Credit Counts*
- *Career Education > Programs of Study Courses* – this data is built nightly

In addition, a new subreport has been added within the *Membership and Attendance > Calendar Details* report. You may click on the link where you see the total number of students enrolled in a calendar, and this will pull up the list of student enrollments tied to that calendar.

2017-2018 NSSRS Post School Survey Upload – **AUDIT WINDOW CLOSE DATE: June 30**

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)
Public Schools Only

The 2017-2018 Post School Survey collection is a standalone collection for this year only. The collection can be found in the NDE Portal under the Data Collections tab. An activation code is required to add the collection to an NDE Portal account. This collection replaces the file upload process that was previously submitted in the NSSRS Data Manager.

Districts will use the same file format that has been used in past years and upload that file in this collection. The Post School Survey template is submitted during the 2018-2019 School Year for the 2017-2018 Career Education Concentrator graduates. The report of the students that should be included in this template is located in the NSSRS Validations for 2017-2018. The report that includes the students to be reported is located in the Verification Reports, change the date to 2018-06-30, Student, Career Education section; **Post School Survey – Completers with Diploma.**

UPDATE: Most school districts have been uploaded if they have submitted files. Please check the reports in NSSRS Validation, Student, Career Education, Post Graduate Activity; **Students Missing Post Graduate Activity.**

To comply with the accountability requirements of the Carl D. Perkins Career and Technical Education Improvement Act, states will need to report on the secondary and postsecondary placement outcomes of all graduates concentrating in a career and technical education (CTE) program area. This Post School survey is how Nebraska acquires the data to report for our state.

 2018-2019 AQuESTT Evidence-Based Analysis (EBA) – DUE DATE: June 30
Contact: nde.aquestt@nebraska.gov

All public school systems are required to complete the 2018-2019 AQuESTT Evidence-Based Analysis (EBA) as part of the Annual Statistical Summary as directed by the Commissioner pursuant to Section 79-528(2). The EBA for both public districts and schools will be web-based, as it was in the 2017-2018 school year, and is currently available on the NDE Portal. The EBA is designed to provide information in support of AQuESTT classification processes, which will inform continuous improvement efforts. School administrators should work with school staff to complete and submit the EBA by June 30, 2019. Please review these instructions and FAQs regarding completion of the EBA through the Portal collection. Additionally, these short videos walk you through retrieving the AQuESTT EBA district activation code(s), or school activation code(s).

 NSSRS Validation Staff Verification Report
Teachers Assigned Out of Endorsed Area or Level
Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)

The **Teachers Assigned Out Of Endorsed Area or Level** report is now available for 2018-2019 in NSSRS Validation on the NDE Portal.

For public districts this report is built nightly from ADVISER course sections and grades data. Please note that if you are publishing the "Evaluator 1 Staff ID" data element to override the Staff ID of the primary teacher on a course, that data element is not submitted to ADVISER until your "Final" type course grades have been published. The course section and grades data published to ADVISER can be reviewed using the verification reports within the ADVISER Validation website.

UPDATE: For nonpublic systems, this report is using the data reported to NDE on the Nonpublic Curriculum and looking at the teacher's endorsements from their certificate.

 CTE Participant Data Now Available in ADVISER
Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)
Public and Special Purpose Schools Only

Career and Technical Education Participant data in ADVISER is now being automatically derived from the course data submitted for the 2018-2019 school year. This data can now be found in the ADVISER Validation website in the Student Lookup By ID, Programs Lookup, and the Career Ed Verification report.

This derived data will be rebuilt nightly based on the state course code of the sections that students are enrolled in, and it will be combined with any CTE Participant program data that was submitted by a district manually

through their SIS. **Reminder – districts must still submit CTE program data for Concentrators from their SIS** in 2018-2019, this data is not automatically derived.

 Consolidated Data Collection (CDC) Collections – AUDIT WINDOW CLOSES: June 30

Annual Participation Report
Title I Part A School-wide Projects and/or Targeted Assistance Schools; Title I Part A Funded Staff; Neglected/Delinquent; Homeless – Unaccompanied.
Collection completed by Public – AUDIT WINDOW CLOSES: June 30
For more information, contact Beth Wooster – beth.wooster@nebraska.gov (402) 471-2452 or
Diane Stuehmer – diane.stuehmer@nebraska.gov (402) 471-1740

Days In Session/Instructional Program Hours
Days in session by grade.
Instructional program Hours –KG, Elem & Sec. Also included in this collection are Pre-K instructional hours for public district/system operated early childhood education programs by attendance site.
Days In Session and Instructional Program Hours Collection completed by Nonpublic – AUDIT WINDOW CLOSES: June 30
Only Instructional Program Hours section of Collection completed by Public, Special Purpose
For more information on Days In Session, contact Bryce Wilson – bryce.wilson@nebraska.gov (402) 471-4320
For information on Pre-Kindergarten, Tammi Hicken – tammi.hicken@nebraska.gov (402) 471-3184
For information on Instructional Program Hours, Brad Conner – brad.conner@nebraska.gov (402) 471-4355

ESU/District/System/School Information Report
Collects demographic data for ESUs, Districts, Systems and Schools for the next school year.
Collection completed by Public, Nonpublic, Special Purpose, ESU and Interim – AUDIT WINDOW CLOSES: June 30
NEW ITEM FOR PUBLIC SCHOOLS ONLY: Grade levels are identified for Elementary/Middle School for AQuESTT if applicable.
For more information, contact Ginny Carter – ginny.carter@nebraska.gov (402) 471-2369

Nebraska Education Profile (NEP) Information
Collects district and school information and Improvement Goals and Graduation Requirements.
Collection completed by Public – AUDIT WINDOW CLOSES: June 30
NEW ITEM: Now collects grade level used for NAI reporting.
Please review carefully has this collections has had some changes this year.
For more information, NDE Helpdesk – ADVISERHelp@nebraskacloud.org (888) 285-0556

Nonpublic High School Completer Report
The Nonpublic Completer Report is for each nonpublic system that has the potential of serving students in grade 12.
Collection completed by Nonpublic – AUDIT WINDOW CLOSES: June 30
For more information, contact NDE Helpdesk – ADVISERHelp@nebraskacloud.org (888) 285-0556

Pupil Transportation Report
Transportation/Bus Information.
Collection completed by Public, Nonpublic, Special Purpose, ESU – AUDIT WINDOW CLOSES: June 30
For more information, contact Janice Eret – Janice.eret@nebraska.gov (402) 471-2248

Report of Suspensions/Expulsions
Suspension/Expulsions (Including Firearm Expulsions)
Collection completed by Public, Nonpublic, Special Purpose – AUDIT WINDOW CLOSES: June 30
NEW THIS YEAR FOR PUBLIC AND SPECIAL PURPOSE SCHOOLS ONLY: Suspension/Expulsion data comes directly from the SIS. Only the Assurances need to be checked.

For more information, contact NDE Helpdesk – ADVISERHelp@nebraskacloud.org (888) 285-0556

Substitute Teachers
Collects all substitute teachers by name, their NDE Staff ID, and the number of days taught.
Collection completed by Public, Nonpublic, Special Purpose, ESU and Interim – AUDIT WINDOW CLOSES: June 30
For more information, contact NDE Helpdesk – ADVISERHelp@nebraskacloud.org (888) 285-0556

SPED IDEA Consolidated Application (GMS) – OPENED: May 29 – CLOSE: July 19
Contact: Susie Pierce (402-471-4333 or suzie.pierce@nebraska.gov)

The 2019-2020 SPED IDEA Consolidated application is scheduled to open in the GMS Wednesday, May 29 with a due date of July 19 (11:59 p.m. CDT). Check the GMS logon page for any updates
https://nde.mtwgms.org/NDEGMSWebv02/logon.aspx.

IDEA Maintenance of Fiscal Effort (MOE) Eligibility Standard for Special Education OPEN NOW – CLOSE: July 19
Contact: Pete Biaggio (402-471-4308 or pete.biaggio@nebraska.gov)

School district eligibility for receipt of Individuals with Disabilities Education Act (IDEA Part B) funds are contingent upon maintaining fiscal effort from year to year. Districts are to report within this application estimated special education expenditures, receipts, and resident child counts to establish **eligibility** for the receipt IDEA Part B funds through the Grant Management system (GMS) during the 2019-2020 school year.
http://ideamoe.education.ne.gov/default.aspx

2019-2020 SPED Planning Region Team (PRT) Grant – **DUE: August 1**
Contact: Cole Johnson (402-471-4318 or cole.johnson@nebraska.gov)

The 2019-2020 SPED Planning Region Team (PRT) Grant application is open in the GMS. Due to NDE **August 1.**

HOW TO CONTACT THE NDE HELPDESK

1. Click on the "Helpdesk Request" in the upper right hand corner. This will open your email to send your question to the NDE Helpdesk at ADVISERHelp@nebraskacloud.org.
    Include your full name, organization and a detail description of your question.
    This email will automatically create a ticket.

2. Send an email directly to: ADVISERHelp@nebraskacloud.org
    Include your full name, organization, a detail description of your question, alternate contact and phone number.
    This email will automatically create a ticket.

3. Call Toll Free: 888-285-0556 – **This is a Voicemail line ONLY.**
    Leave your full name, organization, call back number and a brief description of your question.

The Helpdesk Request and email to ADVISERHelp@nebraskacloud.org are the fastest ways to get your questions to the Helpdesk. All questions are answered in the order in which they are received.

NDE Bulletins: Past and Present:
Current and past NDE Bulletins can be found at https://www.education.ne.gov/bulletins. We will also continue to send the bulletin out via e-mail.

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